QUICK START FOR THE
MIDC\RAND CASELOAD STANDARDS STUDY
TIMEKEEPING APPLICATION

(Ver: 20180620a)

START KEEPING TRACK OF YOUR CASE-RELATED WORK TIME ON MONDAY, JUNE 25th AND CONTINUE THROUGH SUNDAY, AUGUST 19th

CONTENTS

FIGURES

No table of figures entries found.

TABLES

Basics

Very Important!!!

- Only counsel who have been appointed to represent indigent clients should participate in the time study.
- Before you begin using the timekeeping application, please review all of the instructions and other notices on the MIDC project website (http://michiganidc.gov/midc-and-rand-caseload-study/) .
- Start keeping track of your case-related work time on Monday, June 25th and continue through Sunday, August 19th.
- If you feel you cannot continue to participate in the time study **after** you've begun on Monday, June 25th, please let Jonah Siegal at MIDC or Nick Pace at RAND know immediately.
- If you are unable to begin recording your time starting on June 25th but still wish to participate, please go ahead and start using the application at your soonest opportunity, but also let Jonah Siegal at MIDC or Nick Pace at RAND know when you began to track your time.
- **Contact info** - Jonah Siegal: jsiegel@michiganidc.gov; phone: 1-517-657-3062 \ Nick Pace: nickpace@rand.org; phone 1-310-393-0411 ext. 6176
- If you have issues of a technical nature, please contact JusticeWorks by email at *support@justiceworks.com* or by toll-free phone at 1-888-696-9357. Tell the technician that you are involved in the Michigan time study. Support is provided between 7:00am and 7:00pm Central Time.

Project Scope and Design

- It is absolutely critical for you to record all case-related time expended during the eight week study period, regardless of the day of the week, time of the day, or where it occurred. Failing to make sure that the application has all hours you've spent on your clients' behalf will result in a distorted picture of the resources needed to deliver effective representations.
- The sole goal of the time study is to figure out how much time is currently being spent by all attorneys on adult indigent criminal defense matters in the state of Michigan.
- Only publicly funded representations for adults who are unable to afford counsel in the following types of cases in Michigan trial level courts are part of the time study. In other words, if your case doesn't fit the profile below, you do not have to record the time you spent on it during the study period, nor do you have to register it on the application.

Table 1 – Study Case Types

TRIAL COURT LEVEL CASE TYPE (ADULT CLIENTS ONLY)
Homicide (including Felony Murder)
Criminal Sexual Conduct (all degrees)
Other Class A Offenses Not Involving Felony Murder or Sexual Assault
Other High-Severity Felonies (B, C, D)
Low-Severity Felonies (E, F, G, H) & 2 Year High Court Misdemeanors
Misdemeanors with Potential Sentences of over 93 Days
Misdemeanors with Potential Sentences of 93 Days or Less

TRIAL COURT LEVEL CASE TYPE (ADULT CLIENTS ONLY)
Probation Violations
Other adult criminal indigent defense matter

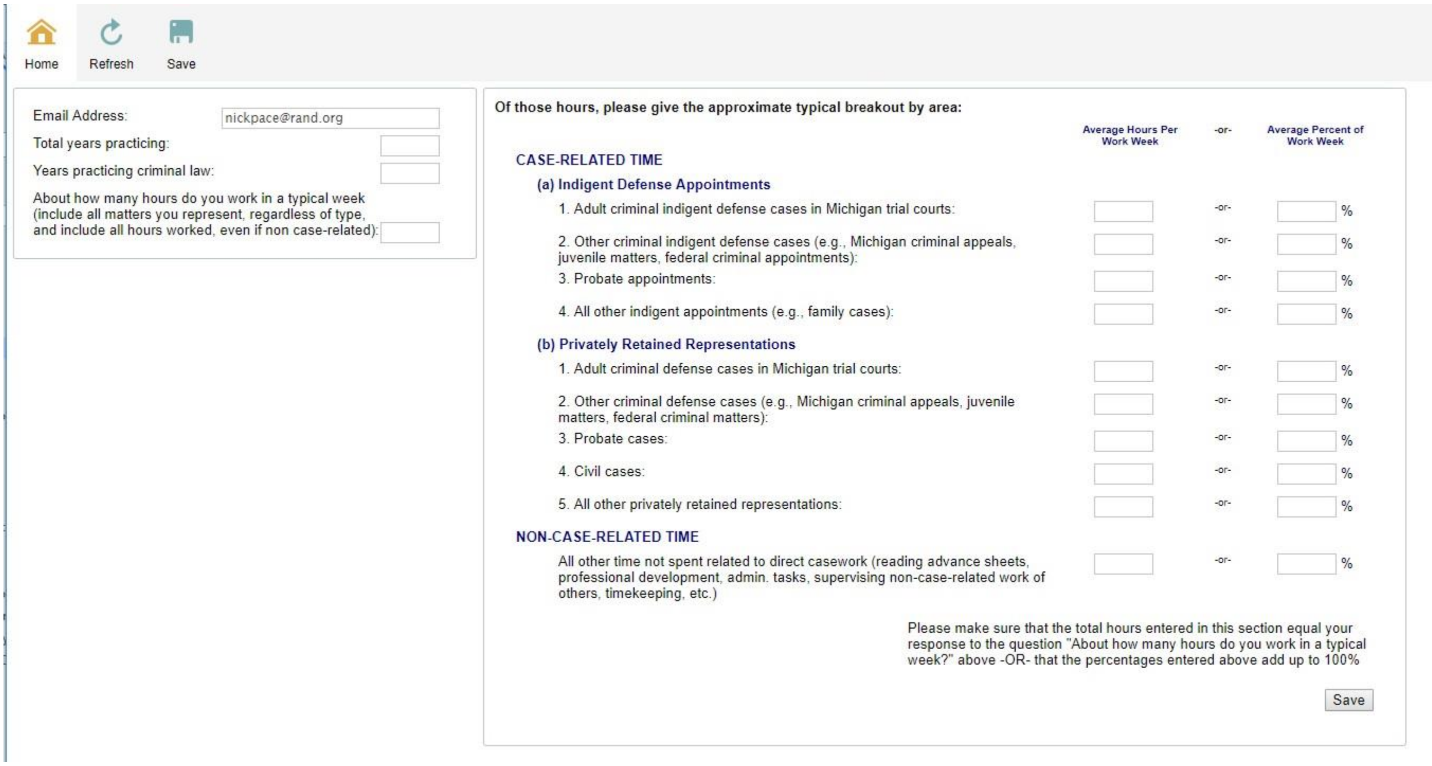
- What's not included?
    1) All <u>other</u> indigent appointments not described in the table above such as…
        a) Appeals
        b) Juvenile matters
        c) Family cases
        d) Federal cases
        e) Cases in states other than Michigan
        f) Probate appointments
    2) All privately retained representations of any type
- The time and activity information you provide during the eight week data collection period will be used to calculate average attorney hours over the lifetime of cases of various types. To get that information, we need you to record your time for <u>every</u> eligible case you are working on from Monday, June 25th through Sunday, August 19th, even if that case began before June 25th (which most cases in this study will have) or if it remains active after August 19th. In other words, <u>it is not important when the file was first assigned to you or when you've completed your services for your client</u>; if you are working on an eligible case (see table above) at any time during the eight week study period, then your time needs to be recorded for that case.

General Rules for the Application

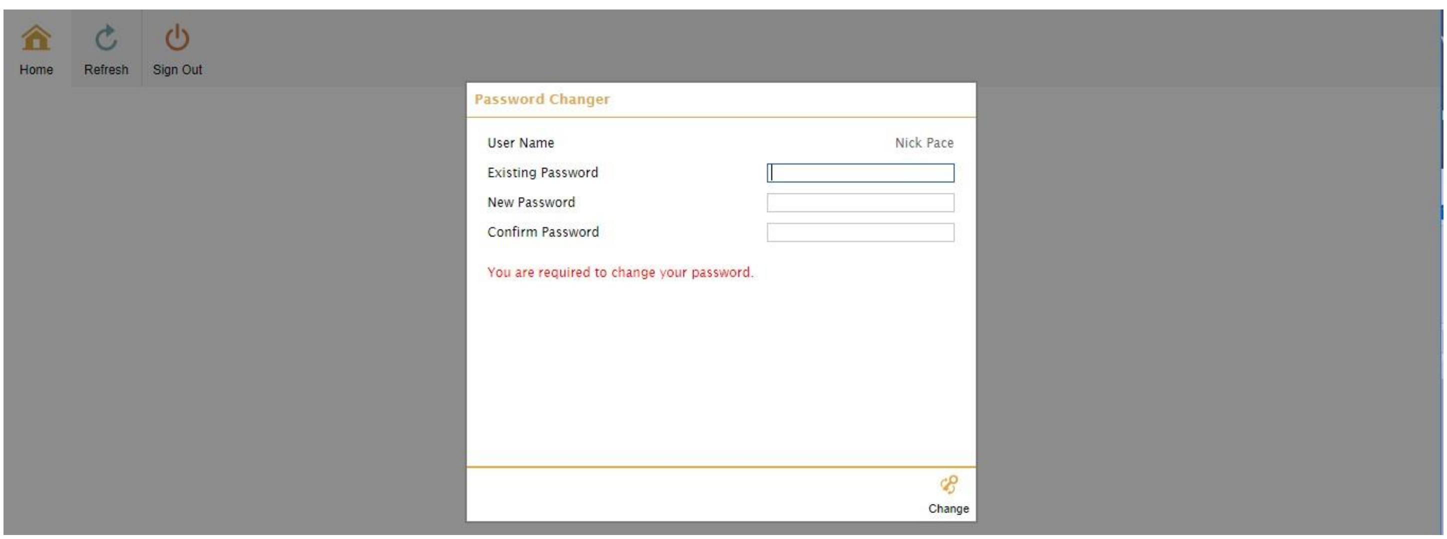
- The website address you received from RAND is unique to you alone. Your user ID and password will not work at a web address assigned to one of your colleagues.
- Always use the large buttons on the top of each screen in the application to move through the website rather than your browser's "forward" and "back" buttons. Use of the browser's navigation keys may result in loss of information you've just entered or an unwanted exit from the website.
- If you are entering case or time information into the application <u>you must always save the entry before moving onto another page</u>.
- A mobile version of the application is available for most smartphones and tablets. Additional information about portable versions of the application will be found on the MIDC website.

Initial Log-In

- On your first log-in you'll be taken to the *Attorney Information Screen* (see screenshot below) where you'll provide some information about yourself and estimate the average number of hours you work each week on different types of cases.

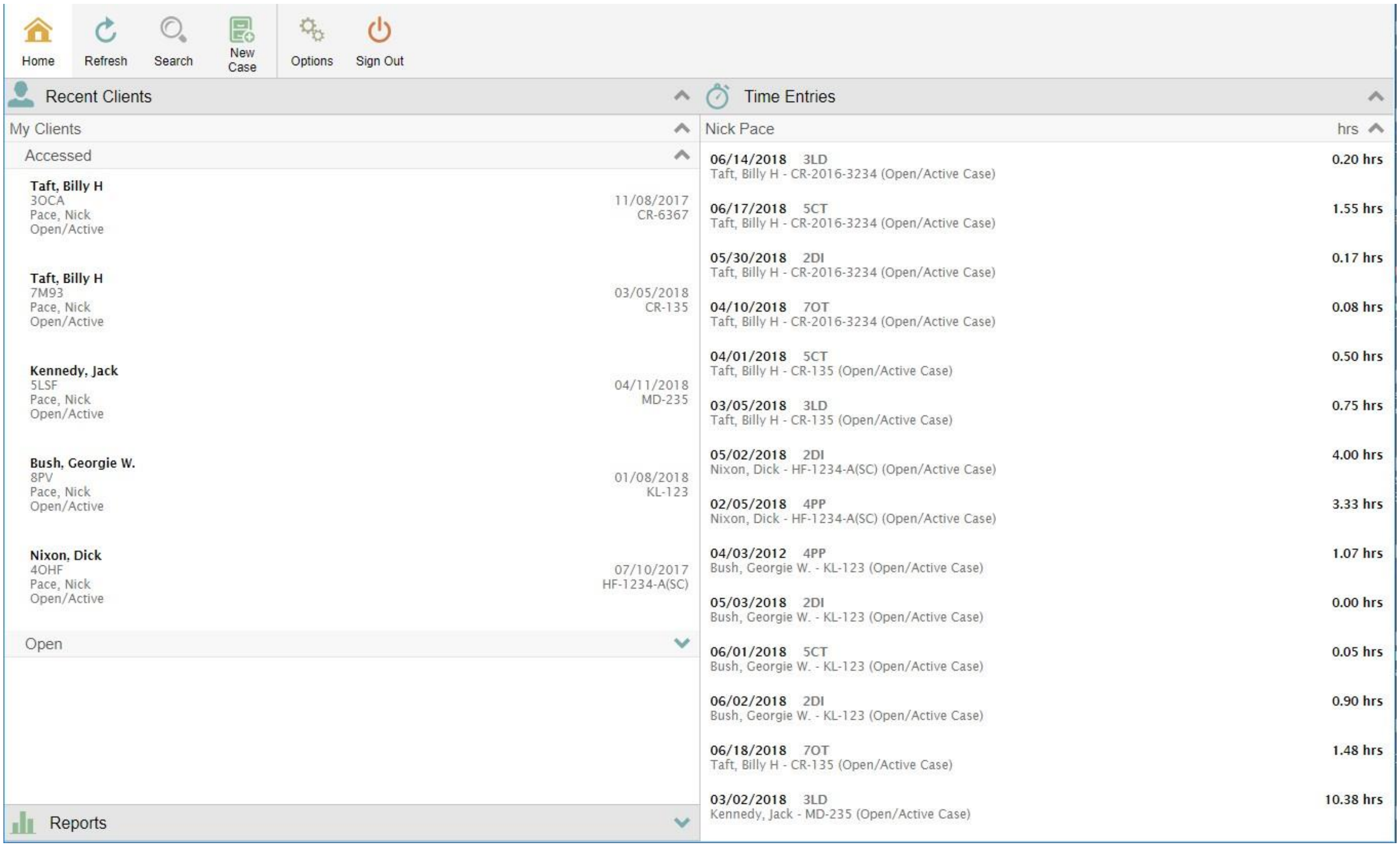


- Next you'll be asked to change your temporary password to one of your own choosing:



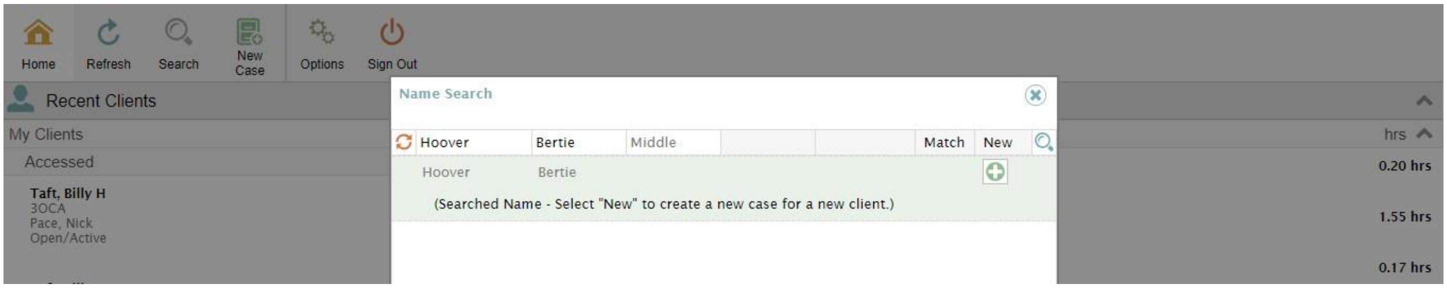
Registering New Cases

After that first log-in, you'll always start in the *Home Page*:

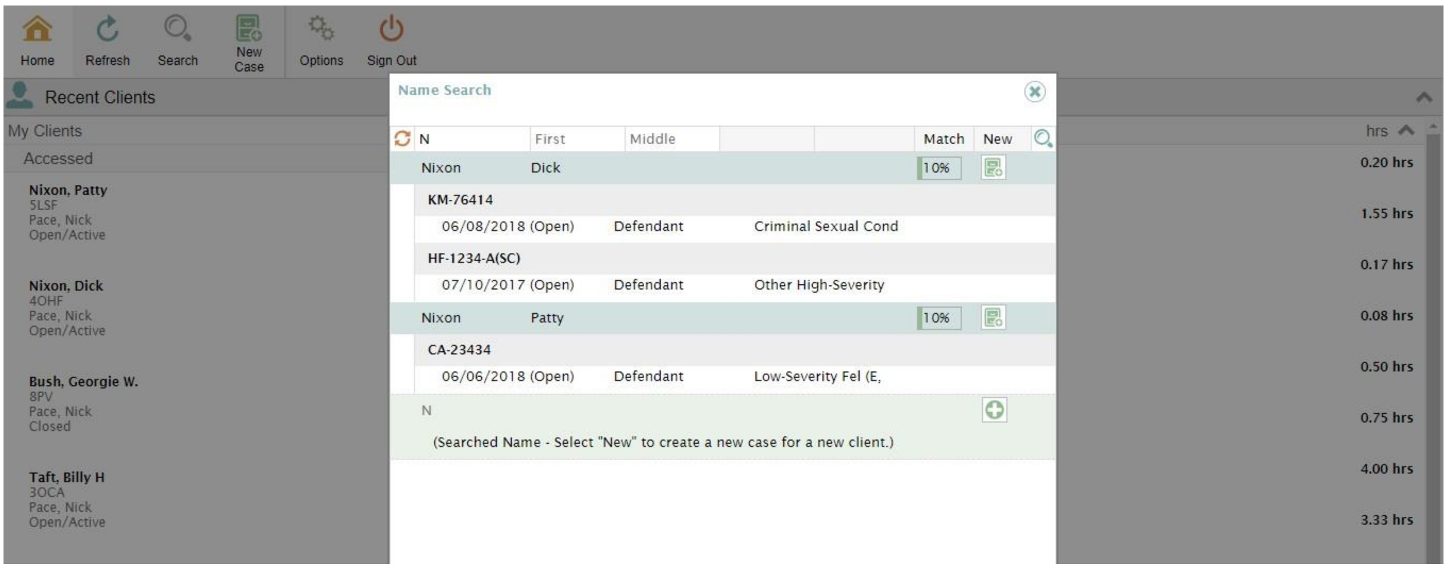


Though the example above has a number of cases already registered for the time study, you will need to add each of ones you work on during the study period to the database. To do that, click the *New Case Button* at the top of the *Home Page*. Doing so will bring up a "Name Search" pop-up to determine whether the client associated with the case you want to register is already in the system. Enter the last and first name of your client and click the "magnifying glass" icon on the right ride of the pop-up:

If the name you've entered is not found in the system, you'll be given the opportunity to create a new case for this new client by clicking the "cross" icon on the right side of the pop-up:



If the name you've entered is in fact found in the system (or if a "wildcard" search has turned up a number of potential matches, as it has in the screenshot below), you can create a new case for an existing client by clicking the "file cabinet" icon to the right of name of the existing client you want:

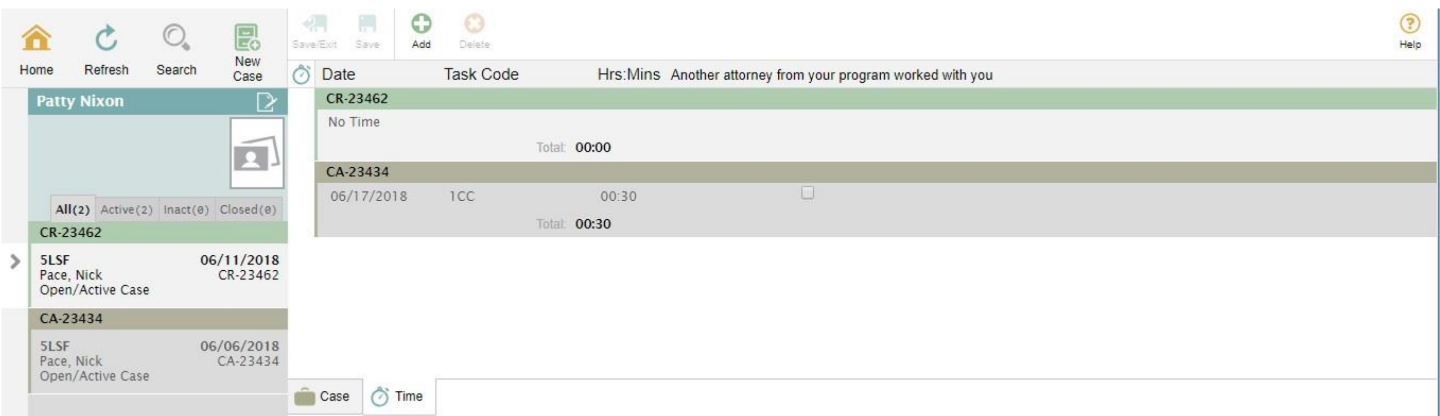


Now the *Client Screen* appears, with the default display being the "Case" tab (shown at the bottom). You can now enter in information about the case by filling in boxes or using dropdown menus for the case number, the type of case, the court where the case is located, the appointment type (contract\assigned counsel or public defender), the date your office first opened up this new case (which is likely to be the day you were appointed to the case), and the current status ("Open\Active" is the default). After you've entered that information, click the *Save Button* at the top of the screen:

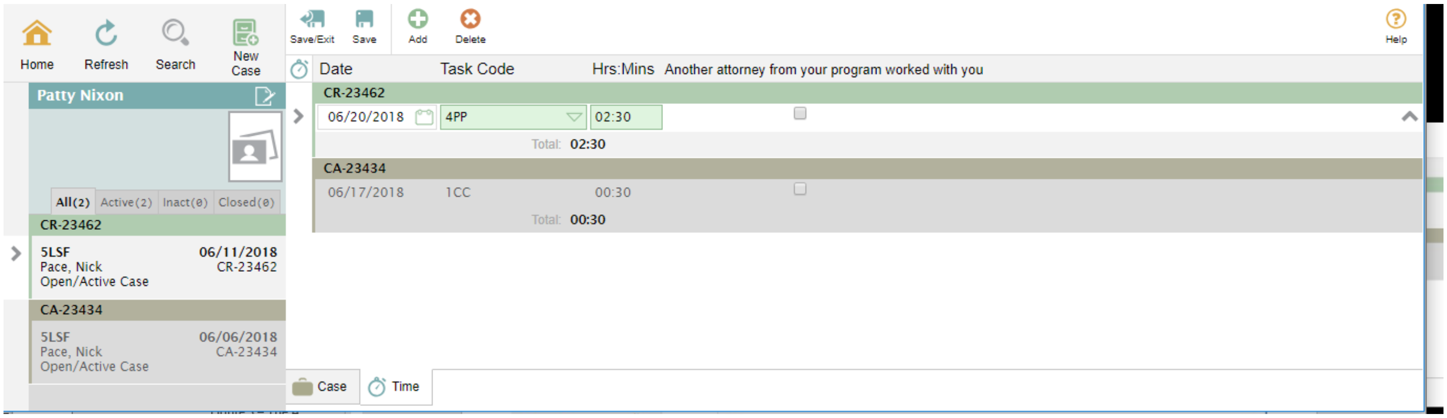
Entering Time Info For A Newly Registered Case

Once you've saved the information for the new case (and not to worry: you never have to register that same case again), two things happen: First, all of the other cases that have been registered for this same client now are listed on the left side of the *Client Screen* . Second, a new "Time" tab option appears at the bottom of the *Client Screen*. It will look something like this:

Clicking the "Time" tab will put the *Client Screen* into timekeeping mode. In the example below, the new case (case number CR-23462) with no existing time entries is already selected, as evidenced by the little arrow on the left side of the screen:

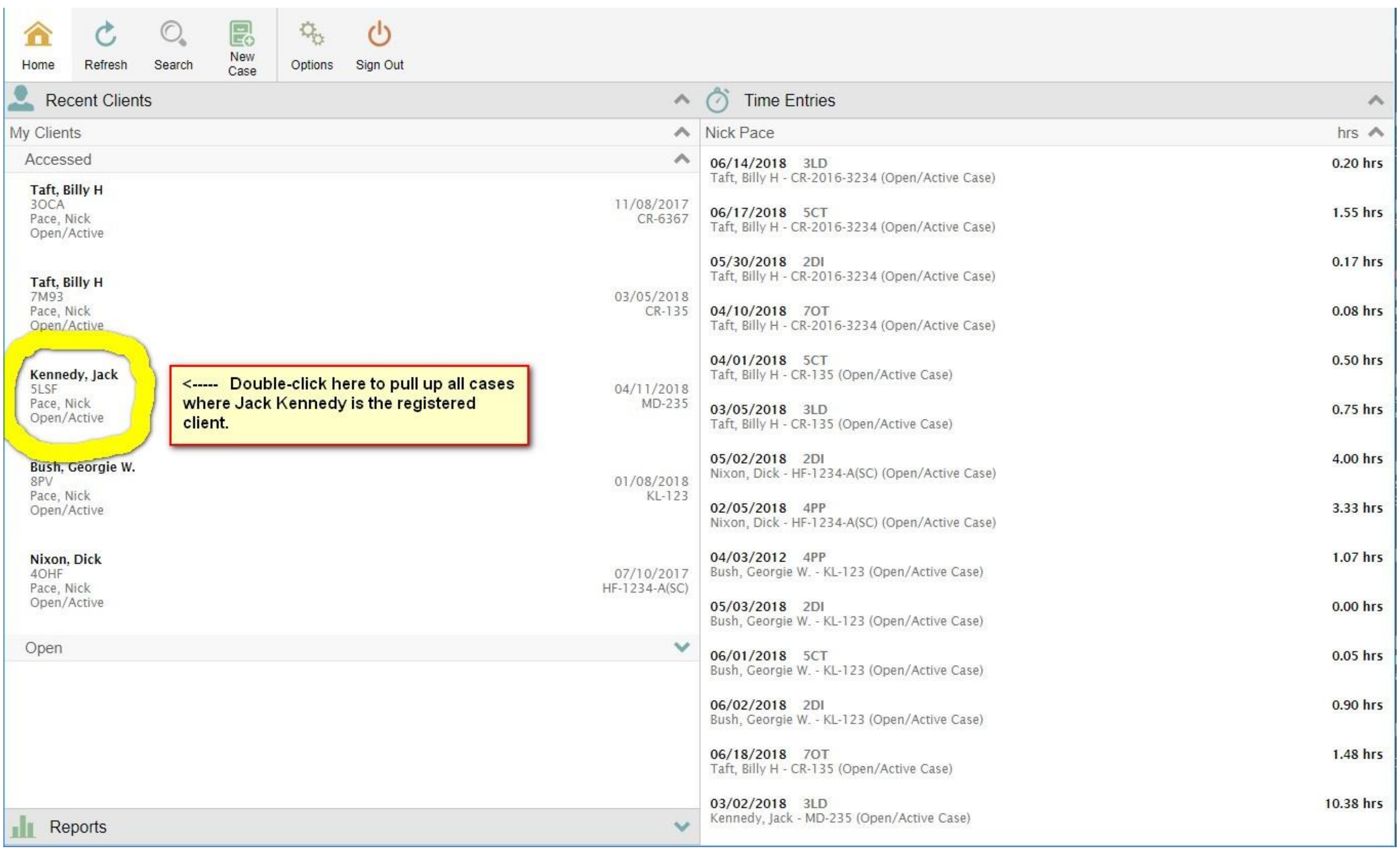


Clicking the *Add Button* will bring up a blank time entry for the selected case, and then you can enter the date that the activity took place in the "Date" box, use a dropdown menu to indicate the activity type that took place (in the "Task Code" box), enter the minutes (or hours & minutes) spent performing the activity, and decide whether to mark the "Another attorney worked with me on this activity" box. When you are done, click the *Save Button* at the top of the screen or you'll lose the information you just entered.



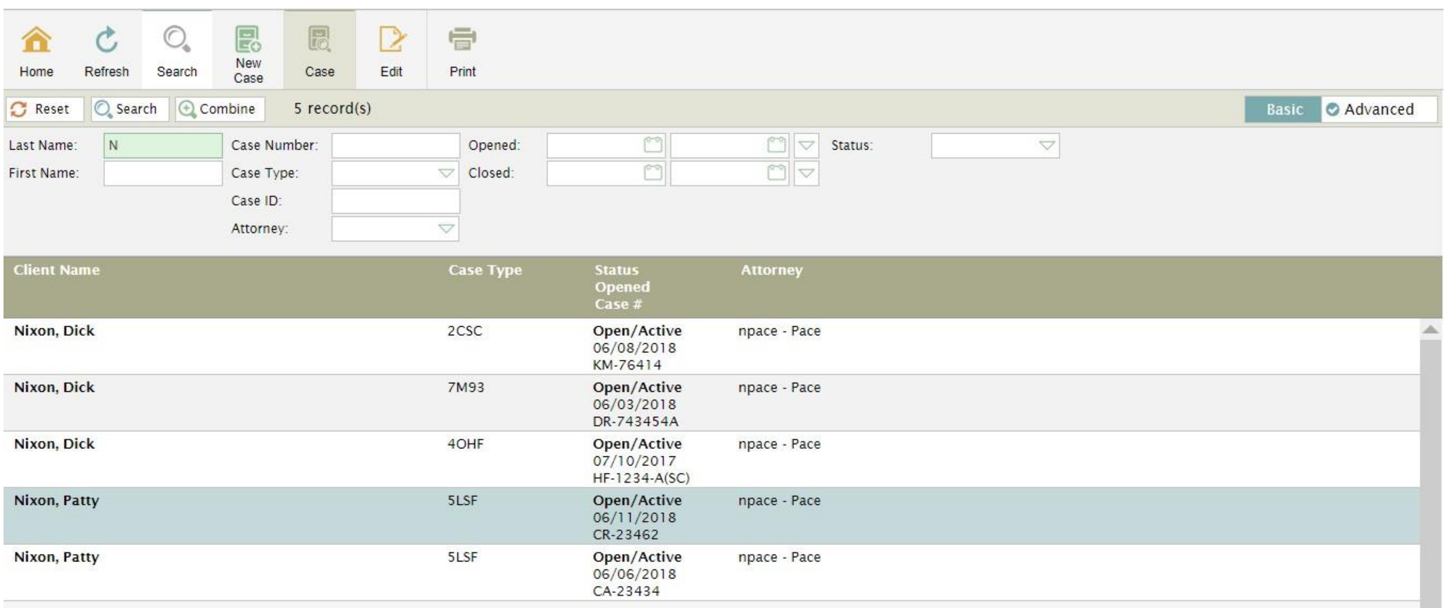
Entering Time Info for Other Registered Cases

If you want to switch to a different case for entering time on the *Client Screen*, you have two options. One way is to go back to the *Home Page* and click on the desired client's name on the left side of the screen. Double-clicking on any one of the client names shown in the example will bring you to the *Client Screen* for the client you've selected (and by choosing the "Time" tab when you get to that screen, you can then enter time information):



The other way to switch to a different case for entering time on the *Client Screen* is to click the *Search Button* at the top of most screens. You'll be taken to the *Search Screen*. We recommend that you then click the "Advanced" button on the extreme right to bring up a powerful search tool:

Entering partial words in any of the boxes on the *Search Screen* and then clicking the little search button immediately above the last name field will list all cases that fit the desired criteria. The screenshot below shows the result of a wildcard search on the last name field. Double-clicking on one of the five cases shown in the example will bring you to the *Client Screen* for the selected client (and by choosing the "Time" tab when you get to that screen, you can then enter time information):



Need More Information?

Read the ***Detailed Instructions*** section in the full "Users' Guide" in order to learn about various shortcuts that will help speed your entries, as well as to find guidance on how to accurately record time and case information.